

CUPEYVILLE SCHOOL

Licensed by: General Council of Education of Puerto Rico Accredited by: Middle States Association - C.A.D.I.E.



Student / Parent Handbook 2011 - 2012

Revised February 2011

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Dear Parents and Students:

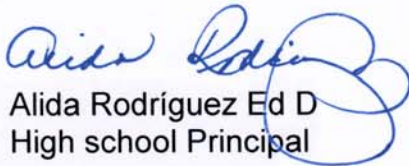
Welcome to a new school year. We want this to be a great year of learning for all of our students.

This handbook has been prepared to tell you about our school. You will find rules and regulations that govern our lives here at Cupeyville School and make possible for all of us to live, learn, work, and play together.

Read this booklet carefully now. Don't wait. Be sure you understand everything in it. If you have questions about anything, ask the teachers, coordinator, or principal; we will be happy to answer them.



Ana Pagán
Director



Alida Rodríguez Ed D
High school Principal




Marianna Pagán
Elementary Principal



Nélide Velázquez, Ed D
Bridges Coordinator



Senymarie Faria
Assistant Elementary Principal



Julia Meléndez
Pre-school Coordinator

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History

Cupeyville School is located on six and half (6 1/2) acres of foothills in the Cupey area on the outskirts of San Juan.

The school was founded in 1963 by the González-Pagán family as an early childhood institution offering Nursery, Pre-Kinder and Kinder. It was responding to the needs of a growing suburban community interested in a bilingual/co-educational learning program.

From a pre-school for fifty students to a college preparatory facility with a total enrollment of over 1,400 students, Cupeyville School has offered the community quality bilingual education for the past forty- seven years.

School facilities expand as enrollment increases.

The teaching personnel and support staff for this year exceeds 135 professionals ensuring a balanced social, physical and academic learning program.

Mission

The mission of Cupeyville School is to prepare well-rounded individuals and committed citizens for a changing society by providing an excellent bilingual education that strives to meet students' needs and abilities within differentiated teaching programs.

Philosophy

Cupeyville School's philosophy of education is based on the cognitive/humanistic theories of learning. This institution honors all students' individuality promoting respect and appreciation for diversity in our school community. Cupeyville School provides students an environment that fosters the acquisition of knowledge, skills and values to develop a holistic individual.

* Most cognitive theory is developmental. It supposes that growth and development occur in progressive stages. This theory presupposes a maturation process. The mental operations are sequential and successive. All school learning activities should be centered around the felt needs and interests of the child. (Skinner, Piaget, Maslow, Roger and Roth)

Beliefs

1. Students are at the core of our educational commitment.
2. We recognize and address the multiple learning styles and needs of our students.
3. The formation of an individual thrives equally in the pursuit of academic excellence, personal values, and a sense of social responsibility.
4. Our learning community respects, values, and prospers from cultural and ethnic diversity.
5. Teachers and support staff are committed to enable every child to reach his/her highest potential.
6. Family and community are essential.
7. Instills a strong sense of belonging and pride that transcends generation

Accreditation

Cupeyville School is accredited by The Middle States Association of Colleges and Schools, Comisión Acreditadora de Instituciones Educativas (CADIE), and Licensed by the General Council of Education of Puerto Rico.

Membership and Affiliations

- College Board
- National Association of College Admissions Counselors
- Caribbean Counselors Association
- Asociación Puertorriqueña de Orientación
- National Association of Secondary School Principals
- National Association of Elementary School Principals
- Association for Supervision and Curriculum Development
- National Council of Teachers of Mathematics
- TESOL
- International Reading Association
- National Honor Society
- National Junior Honor Society
- Association of Private Education of Puerto Rico
- P.R. High School Athletic Alliance

Admission Policy

Students seeking admission to the school must submit and comply with the following requirements:

Submit:

- Registration forms including the last four digits of Social Security number
- Official transcript from previous schools with minimum “C” average before admission testing
- Letter of recommendation from previous principal
- Clearance letter from Accounting Office of previous school
- Entrance test for regular program (IOWA Test of Basic Skills)
 - Test fee - \$75.00 (non-refundable)
 - Passing grade will be based on Cupeyville School grade level standards
- Entrance test for Bridges Program (Brigance Test of Basic Skills)
 - Test fee - \$100.00 (non-refundable)
 - Passing grade will be based on Cupeyville School grade level standards
- School visit - grades K-6
- Interview – grades 7-12
- Birth Certificate
- Immunization form (PVAC- original copy)
- Health Certificate and Medical Information
- Proof of citizenship (foreign students) or proof of legal residency
- Handbook Agreement form(s) signed
- Psycho educational test for students applying to Bridges Program
- Must be toilet trained (PK-K)
- If the child is **4 years old**, the evaluation must include:
 - K-ABC or WPPSI (Subtest scores must be included)
 - VMI-R

- If the child is **5 years old**, the evaluation must include:
 - K-ABC or WPPSI (Subtest scores must be included)
 - Raven-Color Form - optional
 - VMI-R
 - DFH
- Psychometric Tests for all new 1st.-6th grade students must include:
 - EIWN-R-PR or WISC IV with subtotals
 - VMIR or Bender Gestalt
 - Raven Color Form
 - D.F.H.
- Psychometric Tests for all new 7th -9th grade students must include:
 - EIWN-R-PR or WISC IV with subtotals
 - Bender Gestalt (optional)
 - Raven Standard Form

New students will be admitted on a probation status until the first marking period. Each child is different including siblings. Acceptance of one sibling does not guarantee acceptance of another.

Non-Discrimination Policy

Cupeyville School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions' policies, financial aid policies, athletic policies and other school-administered programs.

Re-enrollment Policy

Cupeyville School sends parents re-enrollment information in November. Registration must be completed by the last day of February. After the last day of February there is a 15% late charge, and a 25% late charge for registration after March. Late registration is subject to space availability.

Registration fee must be paid in full. Registration fees are **non-refundable**. All documents must be completed to proceed with registration. **Cupeyville School reserves the right to use registration payment (for the upcoming year) towards tuition and cafeteria debts of the current year.**

A student will not be allowed to register if parents have arrears in tuition payment and cafeteria.

Grades 1-2-3

Students in grades 1-3 must demonstrate satisfactory mastery of the learning objectives for the grade in order to be promoted to the next level.

Grades 4-12

Students in grades 4-12 must maintain a 70% average in each class to enroll for the following year.

All students must pass all subjects each year or make-up no more than two in summer school in order to be promoted to the following grade.

Academic Probation

A student currently enrolled will be placed on **ACADEMIC PROBATION** when at the end of the semester the student is failing two or more subjects. Parents will receive a probation letter by mail.

The conditions for removal of academic probation are:

- a. Student must receive a positive recommendation from his/her teachers and the administrative staff.
- b. Student must raise his/her failing grades to a 70% or more.
- c. Parents will be informed of the final decision by phone and mail.

Summer School

Students repeating any course during the summer session will only be eligible to receive a grade of "C" if their work merits it. A maximum of two classes may be taken during the summer session.

Students failing a course should request permission from the administration to repeat the course in an accredited school. Evidence of said course work must be presented to the principal before the beginning of the next school year.

Tuition

Tuition may be paid in the following ways:

- Total yearly tuition in one payment during the first week of the school year. (5% discount)
- Two payments - one during the first week of August for half of the tuition and the balance during the first week of January.
- Ten payments due at the beginning of August, September, October, November, December, January, February, March, April, and May
- Payment plan choice must be identified upon registration.

It is expected that all families be up to date on their tuition payments. Monthly tuitions are due on the first day of each month and no later than the fifth.

Delinquency in payment could result in any or all of the following:

- \$20.00 late fee after the 5th (if using the ten month payment plan)
- \$25.00 fee for returned checks
- denial of admission to classes
- withholding of report cards
- withholding of official transcript

Parents who do not comply with payments will be asked to submit a credit card (Visa-MasterCard) for automatic deduction.

To insure your payment is credited to your account, please use your account number for all transactions.

- “Multi pago”
- “Telepago”
- “Débito Directo”
- “ATH” station at Cupeyville School
- Credit Card (Visa/MasterCard)

Financial Aid

Parents may apply for financial assistance by completing a financial aid form and submitting the requested documentation. Financial aid is provided by the parents committee (A.R.C.E.C.) on a yearly basis. It is essential that the application be received by the deadline, which is before Spring break. Student’s academic and disciplinary performance will also be taken into consideration. The financial aid may only be used for tuition payments.

Books and Supplies

The list of books and materials will be provided at the end of every academic year. Each student must purchase the books and materials to be used the following academic year before school begins in August. Students are expected to come to school with the books and material they will need. **SONS System notebooks are mandatory for first to eighth grade.**

During orientation teachers will inform students of any other supplies needed for the school year. Parents are asked to cooperate by being sure their child brings only the necessary books and supplies. Each student in grades 1-6 has an assigned cubbyhole in the homeroom. Students in grades 7-12 keep their books in lockers in an assigned hallway. Students are encouraged to keep their books and supplies in a neat and orderly manner.

Students use **backpack style bags (No wheels)** to carry books and materials needed for home assignments to and from home. Books and materials not needed may remain at school.

Please do not send book bags with wheels unless child has a medical condition. (Students need a written medical excuse) Keep in mind that the school facilities do not provide enough space for wheeled book bags.

Parents' Custodial / Non-Custodial Rights

When a student's parents are separated, unmarried, involved in divorce proceedings or divorced, court orders concerning special restrictions will be followed by the school. It is the responsibility of the parents to provide the school with a copy of any court orders that restrict a parent's access to the student or to any school information, student grades, etc.

For school purposes, the parent with whom the child resides during the school week will be the parent with physical custody of the child. If both parents claim to be the custodial parent, registration records will be examined and parents will be interviewed.

Parental rights include access to student records and school mailing, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list, unless otherwise prohibited by the other parent's legal custodial rights.

Bridges

What is Bridges?

Bridges is an instructional program for students with mild learning disabilities designed to meet the unique educational needs of students who have difficulty working independently and who require additional academic support. The program is available in grades 1-11 and will run during regular school hours. In order to provide the service, the student's program needs to match the Bridges program schedule. This service is also limited to the Bridges faculty available and the number of students enrolled.

How Does Bridges Work?

Students remain integrated with their peers in a regular classroom except for the subjects (English, Spanish or Math) in which the student requires additional support. Students will go to a resource room daily for the duration of the school year. Trained and licensed teachers will provide small group instruction. These teachers will work collaboratively with the primary teachers of instruction to

ensure a coordinated system of support. Clear goals and measurable indicators of success will be developed for all students participating in Bridges and these will be clearly communicated to parents. Parents play a major role in this program and will be required to follow-through on the recommendations for enhancing the education of their children. The college preparatory curriculum standards of Cupeyville School will continue to serve as the framework for instruction.

Who Is Eligible?

Bridges will serve students in grades 1-11 who have been identified as having a mild to moderate learning disability, and/or a mild to moderate attention deficit disorder. Enrollment is limited and Cupeyville School reserves the right to accept applicants for whom the program is best suited.

Admission Requirements

- At the time of completing the Pre-Admission Application, the parent must mark the placement for Special Ed in order to inform that the new student has been diagnosed with a condition.
- Candidates for the program must comply with general admission requirements and parents must submit a copy of psycho-educational evaluation that includes the diagnosis.
- A completed Mental Health Professional Treatment Summary Form.
- All other evaluations/recommendations by any support professionals who have evaluated/or seen the student (i.e. speech therapist, occupational therapist, neurologist).

Priority will be given to students presently enrolled in Cupeyville School. Courses will be offered if we have an enrollment of **5(five)** students or more.

Program Requirements

- Children who are accepted to the program must be seen regularly by a mental health professional, not only to monitor medications, but also to help the child handle the interpersonal, social and self esteem challenges that are experienced by children with learning difficulties.
- The child's mental health professional must be willing to work closely with staff, by sharing helpful information by letter or phone with the Bridges coordinator or counselor.
- Parents must be willing to make arrangements for the mental health professional to come to school when needed to explore strategies and recommendations with staff, coordinator and counselor.
- All medication and/or treatment plan changes must be immediately reported by parents to the coordinator or counselor.
- Parents must commit to provide any service/therapies recommended by the health professionals and/or by Bridges Coordinator.

- A student registered in the program must remain in it for the entire school year.

Program Regulations

Cupeyville School and the Bridges Program reserve the right to deny registration to, or to expel any student at any given time during the school year for the following reasons:

- A student is verbally, physically and/or psychologically aggressive toward another student, a staff member or him or herself (i.e. student is actively suicidal).
- A student has been referred by the school or by an outside mental health professional for a mental health intervention (i.e. medication or treatment), but the parent/guardian refuses to comply or withdraws the student from treatment before the school determines any significant change/improvement has been achieved.
- A student is actively participating in treatment but the school determines that no significant change/improvement has been made and the school is not the appropriate placement for the student.
- That it becomes apparent, after the child has been accepted into the program, that his learning/conduct/emotional challenges are greater than the program can work with.
- **A parent/guardian disagrees with the Program recommendation that the student continue in the Bridges Program.**

Reasonable Accommodations for Disabled Students

An accommodation is any change in the learning environment, or in the way things are customarily done, that enables an individual with a qualifying disability to have access to education or to perform the duties or tasks required by the school. (The Americans with Disabilities Act of 1990, ADA)

All students who need reasonable accommodations during the school year must provide a certificate from a Mental Health Professional (psychologist, neurologist or psychiatrist) stating the diagnosis of the learning disability that justifies the services. To provide the accommodations parents must:

1. Write a letter to all the grade level teachers and the Bridges Program requesting the accommodations.
2. Include a copy of the diagnosis of the student's disability and the required accommodations from the Mental Health Professional.

3. Provide the above information every school year even if the condition has not changed.

These are examples of possible accommodations available for the benefit of the students diagnosed with a learning disability:

- An isolated and quiet area for tests
- Extended time for work or tests. For tests the teacher will provide **50% extra time or time and 1/2 of the test time.**
- Tape recorder
- Special projects
- Oral tests
- Preferential seating arrangement
- Use of personal computer
- Test readers or proctors
- All other possible accommodations will be evaluated and considered for approval by the school administration.

*All accommodations must be requested at the beginning of the school year. Accommodations must be informed prior to the assigned testing dates. This will give the teacher the time to make arrangements in order to provide the accommodations requested before the test.

Health

- All students enrolled at Cupeyville School are insured. This policy covers school related accidents.
- In accordance with immunization law No. 25 **NO** student may attend school without full immunization. A current P-VAC-3 must be on file at school.
- Students should not be sent to school ill. Permitting a child to attend school when sick harms the student as well as others.
- **Students with impetigo must remain home for 3 days.**
- Every student who is sent to the infirmary must bring a sick report paper signed by the teacher.
- Medication **will not** be administered to any student by the school nurse without a written authorization from the attending physician and a release form signed by a legal guardian.
- **If your child needs respiratory therapy more than twice during the school day he/she should stay at home.**
- Make routine dental and doctor appointments after school hours or on Saturdays.
- A student should only be absent due to illness.
- All students are required to have a completed Cupeyville School medical information form on file in their school record.

Teachers refer students to the infirmary for:

- Injuries or accidents occurring in school.
- Vomiting, nausea or severe abdominal pain
- High fever
- Diarrhea or stomachache
- Skin rashes or eruptions
- Severe headache
- Asthma
- Sore throat, acute cold, or persistent cough
- Eye irritations
- Pediculosis (piojos)
- Ear ache

All sick calls must be made at the infirmary. Our nurse will decide if a student should be sent home due to illness.

Parents are expected to respond promptly to sick calls and take home children with contagious diseases

Mental Health Clause

Cupeyville School reserves the right to deny registration to, or to expel any student at any time during the school year, for the following reasons:

- A student is verbally, physically and/or psychologically aggressive toward another student, a staff member or him or herself (i.e. student is actively suicidal)
- A student has been referred by the School or by an outside mental health professional for a mental health intervention (i.e. medication), or for treatment, but the parent/guardian refuses to comply or withdraws the student from treatment before the School determines any significant change/improvement has been achieved.
- **A student is actively participating in treatment but the School determines that no significant change/improvement has been made and that the School is not the appropriate placement for the student.**

Guidance Program

This program is an integral part of our educational program and is staffed by licensed and trained counselors, social worker and clinical psychologist. Individual and supportive short-term counseling or group interventions and education, are the modalities used to help pre-school through 12th grade students meet school and life related challenges.

Referral

A student is usually referred to the program by a teacher. However, a parent may request services directly by asking to speak with a counselor. Parents will be contacted if a student is referred for testing (i.e. psycho-educational, psychometric) and/or long or short term therapy.

A counselor will meet with students and parents as frequently as needed.

According to “Ley 177, Ley para el Bienestar y Protección Integral de la niñez”, Cupeyville School is obligated by law to report any suspicion of any form of child abuse to the appropriate authorities.

Testing and College Placement Office

The office’s primary responsibilities are:

1. Coordinate and administer all standardized tests for grades 1-12th. These tests are:
 - IOWA test of Basic Skills (I.T.B.S.) Grades 1-9th
 - Test of Achievement and Proficiency (T.A.P.) Grades 10-11th
 - Scholastic Aptitude Test (S.A.T. I & II) Grades 11-12th
 - Preliminary Scholastic Aptitude Test (P.S.A.T) Grades 10-11th
 - Pruebas de Ingreso y Evaluación para el Nivel Secundario I y II (P.I.E.N.S.E. I, II) Grades 6-10th
 - Pruebas de Nivel Avanzado (P.N.A.) Grades 11-12th
 - Advanced Placement Test – Grade 12
 - Pruebas de Evaluación y Admisión Universitaria (P.E.A.U.) Grades 11-12th
 - Prueba Cirino para la planificación de carrera Grades 11-12th
2. To work with students and their parents in the college selection and application process.

Dress Code

Parents must cooperate by upholding the dress code of Cupeyville School. Please be sure to have an adequate number of uniform items so emergencies will not arise. **The administration reserves the right to admit or reject a student due to improper attire.** The administration reserves the right to prescribe standards for hairstyles, jewelry, and dress. Uniforms are to be worn by all students everyday. **Students are expected to come to school clean and well groomed.**

- Mohawk hairstyle, hair coloring, tattoos and body piercing will not be permitted.
- Sunglasses or hats are not allowed on campus, unless it is for a special activity.
- Cosmetics are not appropriate for elementary students (nail polish, lipstick, eyeliner, etc.).
- Excessive and/or inappropriate jewelry may not be worn to school.
- Only **Cupeyville School** or any **plain navy blue jacket** may be worn with the school uniform.
- Beards, sideburns or mustaches will not be allowed.

No student will be admitted to class if not in complete uniform.

Girls Uniforms:

Pre-Kinder, Kindergarten and Grades 1-6

- White blouse and **knee length jumper** with school insignia on the left side
- Black or navy blue **closed** shoes (**NO SNEAKERS**) and white crew socks (**No ankle socks**)

Grades 7-11

- White blouse or white polo shirt tucked in skirt
- Plaid skirt **2 inches above the knee**
- Navy blue vest with school insignia on left side
- Black or navy blue **closed** shoes(**NO SNEAKERS**) and white crew socks (**No ankle socks**)

Girls may not wear excessive make-up or jewelry to school.

Boys Uniforms:

Grades PK-11

- Cupeyville gray polo shirt (sold at school)
- Long or short navy blue "Dockers" with belt – PK & K
- Long navy blue pants with belt - 1-11th
- Black or navy blue closed leather shoes and white or blue socks. (**NO SNEAKERS**)

Shirts must be tucked in at all times. If an undershirt is worn it must be plain white with no designs or emblems.

Pants The following styles and brands may not be used: Jeans, baggies, oversized or cargo pants, Levis, Wrangler, or Tom Sawyer. Dockers or similar style are recommended. Pants must be worn at waist level with black belts.

Physical Education

- Only gray “Falcon” T-shirt, navy blue shorts, any color ankle(low cut) socks, sneakers
- Students should wear sneakers (with Velcro – PK & K)
- Students in grades 5-11 must wear Cupeyville sweatpants over shorts
- Girls must wear one-piece swimsuits for the swimming class.

Senior Uniform:

Seniors must wear their complete uniforms at all times. Seniors will not be allowed in the classroom without proper uniform. No Crocs. No tennis shoes.

Knowledge is Power Days/Casual Days

Knowledge is Power Days - Students should wear Knowledge is Power T-shirt on those days.

Students will be excused from not wearing the school uniform only during specific events called “casuals”. The following dress code applies for casuals:

- | | |
|--|-----------------------|
| - No shorts | - No spaghetti straps |
| - No surfers | - No hats/caps |
| - No cut-off shirts | - No muscle shirts |
| - No midriff blouses | - No torn jeans |
| - No swimming trunks | - No sunglasses |
| - No mini skirts | - No crocs |
| - No flip-flops | |
| - No see-through or revealing clothing | |
- As with regular uniform, boys may not use earrings.
 - Clothing must not demonstrate offensive language or innuendo, nor promote drugs, tobacco, alcohol or inappropriate products.
 - No T-Shirt with double meaning, crude phrases, alcoholic messages or promoting other substance abuse.

Because of different values of parents and students as well as individual interpretation, adjudication in matters of dress and appearance could be difficult. To obviate this, parents, in sending their children to Cupeyville School, and students, in coming here, accept the judgment of the Administration as final in matters of dress and appearance at school.

Clubs and Organizations

Club members may wear special polo shirts to school only once a month and must wear them with:

- jeans (clean, not torn)
- sneakers (no crocs)/sandals for girls
- No flip-flops

Failure to do so will mean cancellation of this privilege

Complete uniform will be required for induction ceremonies (NHS, NJHS, and Student Council).

Dress Code Violation Protocol

1st Offense: Student will be sent to Dean of Discipline and parent/guardian will be notified. Student must change to appropriate attire.

2nd Offense: Same as 1st offense and student will have one day of In-school suspension.

3rd Offense: Same as 1st offense and one day detention.

4th and subsequent offense: It is considered a willful disobedience that will result in further disciplinary action, which may include loss of extra curricular activities, out-of-school suspension, or expulsion.

Arrival and Dismissal

Arrival

- Students begin the school day at **7:35 a.m.**
- Homeroom teachers are on duty at 7:30 a.m. Prior to this, there is no supervision of the students' activities.
- Upon arrival at school, students should organize their materials for the day.
- All students must remain in their classroom area. **NO running or rough play is permitted.**
- **Staff supervision is provided in Pre-school from 6:30 a.m. to 7:35 a.m. Children may not be left unattended on school grounds.**
- Parents are requested **not** to enter the classroom in the morning before classes begin, unless designated by the teacher in charge.
- Volunteers for the morning parent brigade in **Elementary School** will be duly identified and follow the teacher's instructions as to appropriate student activities.
- **Parents are to leave school grounds by 7:35 a.m.** when teachers are on duty.
- Vehicle and pedestrian access to the school will be closed at 7:35 a.m.
- **Late arrivals** refer to page 19 of the student handbook.

Dismissal

- Pre-school students will be dismissed only through the main door located on the upper level. **Dismissal starts at 2:15 p.m.** for parents that pick up children walking. **School gates open for cars at 2:20 p.m.** If picking up your child by car, you must have the **dismissal card** on the dashboard. **If someone else is going to pick up your child you must inform the homeroom teacher in the morning. If there is a last minute change please call the main office (Ext. 224) and inform the school.**
- **Brothers and sisters are not allowed in the pre-school building for dismissal. Please assign another pick up place for siblings.**
- **Grades 1 and 2 will be dismissed in the school cafeteria by the homeroom teacher from 2:40 p.m. to 2:55 p.m.** If the person in charge of picking up the child arrives late (after 2:55) they must pick up their child in Pre-school area (lower level).
- **3rd to 6th grade dismissal is at 2:55 p.m.**
- **7th to 12th grade dismissal is at 2:42 p.m.**
- **Students may not remain unsupervised on school grounds.**
- **Parents may not wait for or pick up students in hallways before 2:55.**

In case of an emergency, if a student needs to leave the school grounds before dismissal time, the parent must go to the school reception area. The secretary on duty will arrange with the principal for the dismissal. A dismissal form will be sent to the teacher and must be signed and returned. **(White copy to receptionist and yellow copy to school guard.)**

A student will be released to a legal guardian or to a person with a written authorization from the guardian.

Parents are not allowed to pick up a student directly from the classroom, playground, cafeteria, or courts. This rule is for your child's safety.

Parents are expected to have students arrive and picked-up at the designated times.

Early dismissal of a student is not encouraged.

No permission will be given for early dismissal after 1:30 p.m.

Lateness, Absences and Truancy

Lateness

- Students should be at school by 7:35 a.m. Lateness deprives the student of the time needed to settle down, organize belongings and perform any pre-class chores that are pending.

- **PRE-SCHOOL AND ELEMENTARY STUDENTS ARE LATE AFTER 7:40 A.M.**
- **HIGH SCHOOL STUDENTS ARE LATE AFTER 7:45 A.M.**
- **Pre-school** Parents must go directly to Pre-school main entrance. After 8:00 a.m. they must go to main office to get a late pass in order to go to their classroom.
- **Elementary school students arriving after 7:40** must report directly to attendance officer for a late pass.
- **High school students arriving after 7:45** must report directly to attendance officer for a late pass.
- Students will not be admitted to the classroom without the late pass.
- In **grades 7th to 12th**, students will not be admitted to school after **9:41a.m.**
- **If a student arrives during mini-break 2 points will be deducted from each class missed (1st & 2nd period).**
- Students may not remain home to study for tests or to complete projects.
- Arriving late to class or school, or failure to comply with attendance regulations will result in disciplinary action.
- We encourage parents to make routine dental and doctor appointments after school hours or on Saturdays.

Absences

Attendance is an essential part of effective teaching and learning. Students who maintain faithful attendance maximize their talents and abilities. Children are required to attend school every day unless excused. The school director has the authority to excuse student absences due to illness, health-related appointments, serious illness in the family, court-ordered appearances, or emergencies.

- To be readmitted to classes after an absence the student must present a written excuse from the parent or guardian **on the day of his/her return**, stating the reason for the absence.
- A student absent due to a contagious illness must bring a written authorization from the attending doctor to be readmitted to school.
- In case of prolonged absences the parents should contact the teachers to make arrangements for an independent study plan. It will be given to the student with specific learning activities and work to be handed in upon return to school. Major evaluations will be rescheduled during the first two weeks after returning to school.
- Students are not permitted to attend after-school events on the day of their absence without the permission of the principal.
- Edline is a helpful source of information for projects, due dates, and tests.
- Vacations should be planned to coincide with the school calendar.

- Pre-arranged absences should be requested only in extraordinary circumstances and never in the first or last week of a school term. Permission for anticipated absences must be obtained from the school director.

Excused Absences

- School sponsored activities
- Personal illness
- Medical appointments
- Death in the family
- Religious holidays
- Court appearances
- College visitations (Juniors & Seniors only)
- Personal absences (trips or others). ***Students are responsible for material covered in class during this time.**

All excused absences will be accounted for in our school records.

(Refer to Absences Protocol on page 21)

Make-up examinations

- It is the students' responsibility to find out the assignments missed and to turn in the work on the designated due date.
- Students will be allowed two days for every day missed to make up school work.
- The teacher will set a specific date on which any missed test, quiz, or laboratory will be reschedule.
- A student is entitled to a maximum of two (one per semester) make-up tests in a given subject during the school year.
- In unexcused absences make-up tests will be given with an automatic 10% penalty.

Truancy

Unauthorized absences from school are considered truancy. Students who leave the campus during school hours without permission are subject to disciplinary action and/or expulsion. Students who are absent from class, but do not appear on the absentee list or are not excused for early dismissal are considered truant. Teachers must report the student immediately to the principal and/or Dean of Discipline and the following actions will be taken:

- The Principal will notify the Dean of Discipline and the parents of the student's unauthorized absence.
- The student will be notified by the Dean's office for truancy investigation, and a written report will appear in the student's file.

- Excessive cutting[†] will result in expulsion from Cupeyville School. Two cuts are considered excessive cutting.
- A student who misses a test due to cutting will receive an “F” for the test and no make up will be given.

Early sign-out

Early sign-out is not encouraged. Parents should make routine doctor appointments after school hours or on Saturdays. **If the student has legitimate reasons to sign out, he/she must bring a signed parental note on the day of dismissal to the appropriate principal’s office before school starts.**

You are allowed 3 early sign-outs due to illness or other reason recognized by the administrator as excusable during a semester.

A parent/guardian/designee listed on the emergency contact list will be required to show proper identification before personally signing the student out of school.

Absences, Lateness and Truancy Violation Protocol

Unexcused Absences (On a monthly basis)

5 absences – Parents will be notified in writing

7 absences – Parents will be notified in writing and in-school suspension

10 absences – Disciplinary action (out-of-school suspension)

***Students who miss a class without a justified excuse will receive a “0” on any class work or homework which was to be turned in.**

Unexcused Lateness (On a monthly basis)

5 or more lateness - the student and parent will be notified in writing

More than 5 days - parents will be notified in writing and the student will have one early morning detention **(6:30-7:30 a.m.)**

**If the student doesn’t comply with the early morning detention, then he/she will receive one day of out-of-school suspension.*

The following month if the student continues being late, a member of the Disciplinary Committee will have a conference with parents and disciplinary action will take place.

[†] A student is considered cutting a class when he/she is in school, but absent from class without administrative permission.

**** Students who are given in-school suspension will be working all day in the administrative offices, will miss recess and will have mini-break and lunch in the office as well.**

***** Students who are given out-of-school suspension will receive a "0" on every class work given during that day.**

5th and 6th grade students that arrive after homeroom will not be allowed to get their books from homeroom.

7th to 12th grade students will not be allowed in school after 9:41 (3rd period). Staying home to study for tests or to complete projects is not an acceptable reason to be absent or late.

Traffic congestion is not an acceptable reason for tardiness unless special circumstances apply. These circumstances will be determined by the school. Oversleeping, not feeling well, or car problems are not valid reasons for being late.

Lateness to class

Students should be in class and seated when the bell rings.

In grades 7 – 12, students will be granted 100 points per class each semester. However, 2 points will be deducted (from the 100 points) each day that a student is late to class.

More than 15 minutes late to class without permission of the teacher or an administrator will be recorded as a cumulative absence and may be treated as cutting class.

Graduation Requirements

Kindergarten

The student demonstrates mastery of established kindergarten skills and work habits at Cupeyville School.

Sixth Grade

- Student must complete the school year with satisfactory grades.
- A student with 65% or below in two or more academic classes does not pass the grade without satisfactory completion of remedial summer classes, at which time the graduation diploma will be presented.
- A student with 65% or below in three or more classes must repeat the grade.

Awards

To be eligible for academic awards at the sixth grade graduation, a student must have attended Cupeyville School in grades 4-5-6.

High School

Minimum Credits Required for Graduation

HP = Honor Program

AP = Advanced Placement

Subject	Grade	Credits
English	10 11 12 or 10H 11H 12HP 12AP	3
Spanish	10 11 12 or 10H 11H 12AP	3
Science	10 11 12	3
Mathematics	10 11 12	3
History	10 11 12	3
Electives		3
Total Credits		18

Courses

Students are required to enroll in a minimum of five academic courses each semester.

Students may take courses at the universities with administrative approval to enrich or enhance any course given at Cupeyville School. These courses and their grades will not be used for awards.

Seniors may voluntarily (with parent's permission) change a course before the end of October. Seniors may not enroll in a new course after this date. If there is to be a schedule change, it must be done with the permission of the teacher and the principal. Students will not be allowed to have less than five courses.

Awards

To be eligible for these awards, the student must have attended Cupeyville School for two consecutive years prior to graduation and taken all classes at Cupeyville School. (Example: grades 10-11)

1. Valedictorian and Salutatorian Awards are chosen on the basis of:
 - Academic Achievement
 - 2 Advanced Placement courses
 - Recommendation from teachers

- Involvement in school activities
 - Conduct Record
 - National Honor Society Member
2. Subject Medal Awards – *Gold, Silver, Bronze*
 - Academic Achievement
 - 2 Advanced Placement courses (English, Spanish, Math, Science)
 - Recommendation from teachers
 - Conduct Record
 - National Honor Society Member
 3. Honors – On the basis of three years
 - *High Honor* – Student must have a 96 or above average and a good conduct record.
 - *Honor* - Student must have a 90 to 95 average and a good conduct record.
 4. Athletic Award:
This award is given to students in each of the graduating classes and is based on:
 - Participation in at least two interscholastic sports.
 - Demonstrate academic excellence (90% or above).
 5. Activities Award
Given to students for outstanding performance in co-curricular and community activities.
 - a) *Semiramis González Award* – given to a female student who has excelled in service to the school and the community.
 - b) *Rudolph Jurgensen Award* – given to a male student who has excelled in service to the school and the community.
 6. School Spirit Award
Given to students who have been at Cupeyville School from Kindergarten to Senior year graduation.
 7. Alumni Award:
Given to students whose parent is a Cupeyville School Alumni.
 8. President's Education Award:
The purpose of this award is to recognize and reward educational excellence. The primary indicator of excellence must be academic accomplishments.

Criteria:

- Grade Point Average
- High motivation, initiative, and integrity

- Leadership qualities
9. Falcon Award:
This award is given to the most outstanding leader of the Cupeyville community. The student is selected by students, faculty, and administration. The student must have a “B” or above average and no disciplinary referrals.
10. Athletic Awards: *Presented at Athletic Award Ceremony*
Athletic Awards are given to outstanding male and female athletes on the basis of participation in individual sports and using the criteria established by the Department of Physical Education.

Assessment

Written reports are sent home two times a year. At mid-semester informal progress reports are sent. A formal report is sent at the end of each semester. Edline provides updated assessment information posted approximately every three weeks by each teacher.

Conferences and progress reports are the foundation of home-school communication. Numerical averages are offered beginning in the fourth grade. Social behaviors and work habits are important indicators in student learning and are included in all reports sent home.

Grading

Grades for a marking period are calculated using the following scales:

Grades 1-2-3 Academic Subjects – **Letter Grades** are used

O	Outstanding	100 - 95
E	Excellent	94 - 90
G	Good	89 - 80
S	Satisfactory	79 - 70
N	Needs Improvement	69 - 60
U	Unsatisfactory	59 or below

Grades 4-12 Academic Subjects – **Numeric Grades** are used

A	Excellent	100 - 90
B	Good	89 - 80
C	Average	79 - 70
D	Lowest passing grade	69- 60
F	Failing	59 or below

Grades 1–6

Art, Music, and Physical Education

S	Satisfactory	100 - 70
N	Needs Improvement	69 or below

Grades 7 – 12

Electives receive a numerical grade and are calculated in the general average

Honor Points are added to average in each marking period to Honor, Advanced, and Advanced Placement courses in grades 8-12

Honor class	5 points per marking period
Advanced	8 points per marking period

Students must have a minimum average of 70% to be eligible for Honor Points

Honor Roll

An honor roll is established for students in grades 4 -12. Any student considered for the honor roll, must be a full time student with an average of 90% or above. Honor certificates are given on the basis of the semester average.

Testing

Students will not be tested on Mondays.

Grades are a professional evaluation, which takes into account all facets of a student's work: tests, quizzes, homework assignments, classroom participation, projects, oral and written expression, effort and attitude. As a result, a grade may not necessarily reflect a strict average of tests, but rather a carefully compiled combination of the above factors.

Parent - Teacher Conferences

- Teachers have been instructed not to interrupt their teaching time with unscheduled visits or parent-teacher conferences.
- Parent-teacher conferences are by appointment only.
- Parents may request a conference with a teacher by writing directly to the teacher. Your request will be answered within three days.
- Parents may also meet with teachers at *Open School*.
- The administration will determine who will be present at conferences.

- Students are not allowed to be present during these conferences unless a request for attendance has been granted.
- Copy of a written *Parent-Teacher Conference* will be given to the parent.
- Parents may not send emails to teachers regarding school issues. They should come to school to have a parent-teacher conference or meet with the school principal.

Homework Policy

Cupeyville School recognizes the importance of assigning meaningful, reasonable, and quality homework to students. The purpose of homework is to promote mastery of skills and concepts taught during classroom instruction. Homework shall include but not be limited to activities or tasks that reinforce concepts taught in class. **Work assigned for home is left to the discretion of the teacher, as the professional in charge of the group who best understands your child's needs and progress.**

It is the policy of the school that homework should be tasks that students can complete (mostly) without parental assistance. Projects assigned by a teacher will be clearly explained to the students, directions and assessment criteria will be given orally and in writing. Teachers will take into consideration materials needed and time allotted. Group projects may be given in grades 4-12 and they should be coordinated among grade and subject level. It is the responsibility of the individual student to participate appropriately. Homework is not an option but a requirement which is reflected on a student's progress report.

Homework may be assigned Monday through Thursday; it is **not assigned on Fridays.**

Students will assume increased responsibility for their assignments as they progress in school. Cupeyville School has "**The 10-Minute Rule**", in which **students should be doing about 10 minutes of homework per night per grade level.** Students in Bridges Program will receive homework based upon their individualized education plan.

Parents should provide a regular time and quiet place for study. Distractions that interfere with the completion of the child's work should be eliminated.

Assignment Notebook

Students in grades 2 through 6 are required to use the designated assignment notebook. It may be purchased at school. At the beginning of the school year teachers will give direct instruction on how to use the assignment notebook as an organizational tool.

Parents should check the notebooks everyday and must sign it after each homework is completed. Students must take the notebook to all classes. There will be periodic checks by the teachers and the principal to evaluate how students are using this organization tool. Parents are requested to encourage students to use the assignment notebook correctly.

Rights and Responsibilities

Student's Basic Rights

Each student has the **right**:

- To be provided with a classroom atmosphere most conducive to learning.
- To be secure and safe in his/her person and property.
- To have a teacher who will provide positive support of the student's appropriate behavior and to limit the student's inappropriate behavior.
- To support the teacher and to expect a positive learning environment.
- To know what the rules of student behavior are.
- To be treated with respect, courtesy, and consideration by every student, teacher, administrator, and adult in school.

Student's Basic Responsibilities

Each student has the **responsibility** to:

- Participate fully in the learning process.
- Come to school on time and prepared with homework and needed supplies.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees.
- Be free of alcohol, drugs, tobacco products, and weapons.
- Show respect for myself, my school and other people.
- Avoid demonstrating affection which does not show moderation and is embarrassing to others.
- Use appropriate language, behavior and attire.
- Be honest and trustworthy, and treat others with courtesy and respect.
- Refrain from plagiarism and copying.

Rules and regulations represent guidelines for behavior and are designed to help each member of the Cupeyville community to function harmoniously. In keeping the rules, the student contributes to an environment wherein others can experience meaningful growth.

Students attending any event or function, whether sponsored by the school or not, are responsible for and answerable to school authorities for any conduct that may, in the opinion of the administration, negatively impact the reputation of the school.

Parent/Guardian Responsibilities

- Read the student handbook with your child and support the school's discipline policy.
- Show respect and support for my child, the teachers and the school.
- Have children at school on time and prepared for a full day.
- Provide time and place for homework.
- Attend parent-teacher conferences.
- Report to the front office with proper identification when coming on campus.
- Accept major responsibility for the proper conduct of your child at school and take appropriate action.
- Work together with the school to assist in your child's success at Cupeyville School.

Discipline Policy

Cupeyville School is committed to a safe and secure environment for all students and staff. All students are expected to follow the rules and regulations at all times during the school day, while on school property and when attending any school-sponsored or school-related activities, regardless of time or location.

The following are some but not all of the examples of inappropriate behavior that will bring disciplinary action:

- **Alcohol/drugs:** using, possessing, selling or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia. (Refer to Drug Free Policy on page 34)
- **Plagiarism:** a student who knowingly and deliberately uses the words or thoughts of another person's material, whether it occurs in homework or on a major paper or on a class test, is dishonest and contrary to the principles of personal honor
- **Cheating:** automatic "0" or a failure
- **Defiance of Authority:** refusing to follow the reasonable request of personnel in the classroom, on campus, or at an activity
- **Disorderly conduct:** disrupting the orderly educational procedure of school by use of inappropriate language, behavior, or attire.

- **Fighting:** engaging in or threatening physical violence with another person with the intent to inflict harm.
- **Forgery or lying:** writing or giving false or misleading information to school officials. Students whose honor and integrity cannot be trusted fall short of the citizenship standards for the school.
- **Off campus:** being off campus during school hours without permission.
- **Theft:** taking, giving, or receiving property not belonging to you. The school retains the right to search for lost items in lockers and all areas of the school.
- **Smoking:** smoking or possession of related paraphernalia, including matches and lighters, on school grounds or at any school activity.
- **Vandalism:** intentionally destroying or defacing school and/or personal property.
- **Weapons:** possessing a dangerous weapon or using any object to inflict bodily injury on another person or to intimidate or threaten.
- **Kissing- Embracing:** public displays of affection are not allowed on the campus at any time.
- **Foul language/obscene gesture** are not allowed.
- **Planning or actually carrying out “fuga”**
- **Refusal to comply** with school regulations and/or with directives given by a faculty or staff members.
- **Detained, arrested or convicted** by any court of any offense, which brings discredit to the school.
- **Harassment** is the purposeful intent to intimidate, exploit, or hurt another. Behaviors which the school recognizes as harassment include: bullying, teasing, sarcasm, and taunting, browbeating, name calling, and/or repeated physical aggressions.
- **Bullying** is aggressive behavior that involves unwanted and repeated negative actions. (Verbal, physical, social, emotional or cyber). (Refer to Bullying Policy)

Bullying Policy

Cupeyville School is committed to creating a safe, healthy, and positive learning environment for all students that enhances personal respect, dignity, and equality among students. Therefore, we prohibit bullying, intimidation, and harassment and will not tolerate it in any form.

Definitions:

A student is being bullied or victimized when he or she is exposed, repeatedly and overtime, to negative actions on the part of one or more

other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

Direct bullying - A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

Indirect bullying - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

Cyber-bullying - Using electronic device mediums such as but not limited to computers or cell phones to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terrorist threats, which can be communicated through similar methods.

Harassment - means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- has the effect of substantially disrupting the orderly operation of a school

Bullying/Intimidating/Harassing behaviors can include but are not limited to:

- Taunting
- Name calling
- Rumor spreading
- Making up stories to get other students in trouble
- Telling other students not to be friends with a target student
- Kicking, tripping, or pushing another student
- Teaching other students and making remarks about their culture, religion, ethnicity, weight, physical appearance, disabilities, or medical conditions
- Intimidating others
- Taking other students' possessions or demanding money from them
- Damaging other students' property
- Hiding other students' books, bags, or other property
- Picking on other students
- Making threats to other students
- Manipulating others, getting them to do things that they may not want to do
- Blogging or posting remarks on MySpace, Facebook or other online bulletin

Response and reporting procedures:

School personnel will report and/or investigate all incidents of bullying/intimidation/harassment and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation, and action will occur even if the victim does not file a formal complaint and even if the victim does not express any overt disapproval of the bullying/intimidating/harassing act. Staff members will intervene in a timely fashion to address the behavior. The intervention will consist of identifying the inappropriate behavior, debriefing the student(s) about his/her role, and may include a referral to the Counseling Department. Information concerning any complaints of bullying/intimidation/harassment shall be treated confidentially.

Suggested teacher interventions

- Stop the behavior
- Reinforce the rules
- Conference with the student
- Initiate a disciplinary referral

Procedures after a disciplinary referral:

1. An investigation will be completed, which may include verbal and written statements from witnesses. All facets of the investigation will be documented and all information will be kept confidential
2. All parties will be notified of the referral and that:
 - a. Bullying, intimidation, and/or harassment are unacceptable and will not be tolerated in school.
 - b. Consequences will occur for inappropriate behavior.
 - c. Retaliation against victims or witnesses will not be tolerated.
3. A referral will be made the Counseling Department if needed.
4. Mediation will occur
 - a. Each student will sign an agreement with the administration to cease all bullying/intimidating/harassing behaviors
 - b. The agreement will remain in the student's disciplinary file
5. Consequences will be assigned which may include the following:
 - a. Parent/student/administrator conference
 - b. In-School Suspension
 - c. Out of School Suspension
 - d. Loss of privilege to participate in extra-curricular activities for a specific period of time
 - e. Other consequences deemed appropriate by school Disciplinary Committee
6. Continued bullying/intimidation/harassment or violations of signed agreements will be referred to appropriate authorities for investigation and possible legal charges.

Documented interviews of the alleged victim, alleged perpetrator, and witnesses are confidential. The investigator shall collect and evaluate the facts including, but not limited to:

- Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
- How often the conduct occurred
- Whether there were past incidents or past continuing patterns of behavior
- The relationship between the parties involved
- The characteristics of parties involved (i.e., grade, age, etc.)
- The identity and number of individuals who participated in bullying or harassing behavior
- Where the alleged incident(s) occurred
- Whether the conduct adversely affected the student's education or educational environment
- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident
- The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

Sexual harassment is an unwanted sexual advance and other verbal, visual, physical conduct or any other behavior of a sexual nature that is intimidating, hostile, degrading, or offensive so that a reasonable person would feel uncomfortable and possibly threatened. Cupeyville School recognizes healthy, social and personal relationships among students. However, sexual comments, gestures, or other forms of expression that a reasonable person would find intimidating, degrading or offensive will not be tolerated.

La ley número 3 del 4 de enero de 1998 prohíbe el hostigamiento sexual en las instituciones de enseñanza, por parte de directores, maestros, supervisor, personal docente y no docente, estudiantes y personas no empleadas por la institución e impone responsabilidades. Esta ley establece que es política pública del Estado Libre Asociado de Puerto Rico velar porque todos los estudiantes tengan el derecho de realizar sus estudios libres de presión que constituye el hostigamiento sexual por las personas anteriormente descritas.

Actions to be taken

The school has a zero tolerance policy for any behavior by students and staff that makes for an uncomfortable and threatening learning environment for students and school personnel.

Any Cupeyville student, on campus during school hours or off campus on school-sponsored activities, who has been the subject of prohibited harassment by other student(s) or member of the faculty or staff should immediately report such incidents

Cellular Phones

Cellular phones used in school must be turned off during school hours. Students are not permitted to use the phone unless there is school emergency (i.e. fire, hurricane) Cell phones may not be used to take pictures, record class and test information. Phones will be confiscated by teacher if used during class time and given to the Dean of Discipline until parents meet with the Dean. Teachers must take cell phones from students during testing.

Portable Electronic Devices

Walkman radios, radios, CD players, I pods, MP3 players or similar devices **are not** allowed in school. Teachers will coordinate with the administration for the usage of this equipment for learning purposes (oral presentations, talent show rehearsals etc.). Students will be allowed to use laptops for educational purposes. Cupeyville School can not be held responsible for loss.

Taking pictures or videos of classes, teachers, activities or incidents going on in school is prohibited. Posting pictures or videos, of teachers or activities in school, on any internet social network (Facebook, YouTube, Twitter, etc.) is prohibited by law.

Hallway Behavior

Cupeyville students are to behave in an orderly manner in the halls and stairways at all times. Running, shouting and any other form of disturbance are out of order. Students that are *free* should be in the lunchroom or Information Centers. Students are not allowed in hallways during lunch period.

Assemblies

Students move to all assemblies in order at their direction of their teacher or grade moderator. Attention and applause show appreciation of the assembly. Return from assemblies is in order and at the direction of the teacher. Silence is observed when it is evident that the assembly is about to begin.

Drug Free School Policy

Cupeyville School is committed to educate our students (at all levels) of the danger of illegal substances. It is the full intent of our school to protect the security of all students and to take quick and decisive actions with respect to illegal substances.

Drug Free School Statement

The use of alcohol and other drugs contradicts the mission of Cupeyville School. Therefore, any possession, use, sale, or distribution of illegal substances will be handled with great seriousness. In determining what is best for the students and the school, the administration will consider all the relevant facts and circumstances surrounding any incident that is brought to its attention.

All lockers are property of Cupeyville School and as such, are subject to search and inspection by school personnel at any time without permission from students or their parents. Additionally, the administration may ask a student to open his/her book bag and other personal items for search and inspection if the administration has reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school.

Cupeyville School will meet its responsibility to inform parents of a specific student if in fact information is received that the student is involved with illegal substances.

Any student who is discovered possessing, using, selling, and/or distributing illegal substances will face a disciplinary process conducted by the school administration and the Disciplinary Committee which could ultimately result in dismissal from school.

The disciplinary process will take into account several aspects, including but not limited to:

- intent (possession, use, sale, distribution, others)
- location (buildings, school grounds, field trips, athletic events, activities sponsored by the school, others)
- circumstance
- student's record
- harm to user or others
- school and community input
- level of criminality

Prevention Program

- Periodically the school brings dogs trained to detect the presence of any illegal substances or weapons, to do school searches.
- Conferences for students and parents given by federal agencies.
- Health Class

New students applying for High School (10th -12th grades) will have a mandatory drug test. The cost of the test will be covered by the parents.

The school reserves the right to require drug testing on students who are suspected to be involved with illegal substances.

Drug Free and Proud of It Program

The **Drug Free and Proud of It Program** is a voluntary drug testing program initiated and sponsored by the Student Council for students and student leaders in grades 7th to 12th. It is a very important part of Cupeyville School comprehensive drug abuse prevention program. Its purpose is to help protect the health and well being of all students, help counteract negative peer pressure by providing students with a reason to refuse drugs, assist in fundamentally changing the culture in our school regarding tobacco, alcohol and other drug use, and to encourage and assist students with drug problems to seek help in overcoming those problems.

The aim of this program is to enlist the aid of the parents to help their children win the fight against drug use. Drug testing is a proven form of deterrence and voluntary testing has been shown to be an effective method.

Process:

1. Participation requires a written parental consent.
2. Testing will be conducted in school by a certified laboratory.
3. The cost of the test will be covered by the parents.
4. Results are confidential and will be notified only to parents or legal guardians.
5. For positive results parents will be required to seek the necessary help for their child.

Consequences of Inappropriate Behavior

Behavior Lookout Policy for Pre Kinder to 6th grades

The purpose of this program is to encourage positive behavior in students. The program uses a rubric according to developmental stages of students. Skills and consequences vary according to grade level.

Pre Kinder and Kindergarten – written notification will be sent to parents informing any inappropriate behavior. Parents must sign and return the form to the teacher.

1st to 6th - students will be granted 50 points per class each semester. Points will be deducted as follows:

1st and 2nd offense – verbal warning

3rd offense – 1 point will be deducted. A written notification will be sent to parents. Parents must sign and return to the teacher.

After 5 points have been deducted a parent teacher conference will be mandatory. Support personnel may attend this meeting as well (Dean of Discipline, Counselor or Principal).

If problem persists the student will be referred to the school principal where the situation will be evaluated for further disciplinary action which may include out of school suspension and/or expulsion.

Discipline Procedure for 7th to 12th grades

At Cupeyville School we encourage positive behavior in our students. **For this reason students in 7th to 12th grades will be granted 100 points, per class each semester. This grade will be negatively affected if the student fails to comply with the school rules and Discipline Protocol.**

If a student's behavior is inappropriate the following procedure will be followed:

Teachers will notify the Dean of Discipline in writing (Referral Form)

1st offense - parents will receive a written notice (Referral Form) and/or conference with parents. **Points will be deducted from the 100 points of Daily Class**

2nd offense – same as first and one In School Suspension

3rd offense – same as first and one detention (after school or Saturday) and Disciplinary Probation

4th and subsequent offense – the Discipline Committee will evaluate for further disciplinary action which may include out of school suspension and/or expulsion.

Suspension:

A student who is suspended is temporarily excluded from classes and activities for a period of time because of a serious infraction or because of a growing number of inappropriate behaviors that have not been corrected through less severe measures.

In-school suspension:

Is a regular class day and the student should be taken to the office and spend the day working. The student will not participate from recess and will have snack and lunch in the office as well. Parents will pick up the student at the end of the day in the administrative offices.

Out-of-school suspension:

The student must stay at home for one day and he/she will get a "0" in each class work, test, quiz or project given during that day. The suspended student may not participate in sports and extra/co-curricular activities that take place the week of the suspension.

Detention:

It requires the student to stay after school or on a Saturday, for a specified time. The student will normally be given at least one day's notice. A student who fails to report to detention at the assigned date and time will

have the penalty doubled and will be referred to the Disciplinary Committee.

Disciplinary Probation:

A student placed on probation must agree to plan for correcting the behavior and meet with the school counselor/social workers or psychologist regularly during the probation period.

Cupeyville School reserves the right to require a student whose behavior is inappropriate to receive outside professional counseling as a condition for remaining in school.

Expulsion:

Because of grave and/or continuing inappropriate behaviors, a student may be permanently separated from school membership. The school reserves the right to dismiss the student whose conduct is deemed unworthy or harmful to him/her or others.

School and National Organizations:

A student who violates any of the school regulations will automatically placed on probation or suspended from such as National Honor Society and Student Council.

Important Note:

In case where severe violation of rules or violation of civil or criminal law has been committed, maximum disciplinary action will be taken immediately and the police or law enforcement authorities will be notified.

Academics and Participation in Sports/Co-Curricular Activities

If a student has failed a class at the end of a semester, the principal or director will suspend the student from the activity or the team to which he/she belongs for the remainder of that particular season or the end of the next grading period, whichever comes first.

Conduct and Participation in Sports and Extra/Co-Curricular Activities

A student receiving a disciplinary referral or an academic probation will be put on ineligible status and may not take an active part in sports, clubs or co-curricular activities.

Disciplinary Committee

The Disciplinary Committee is composed of faculty members representing different grade levels and members of the administration who meet to review and make recommendations to administration regarding appropriate disciplinary action. If necessary, the committee may request a meeting with a student. No parents or legal counselors will be allowed in this meeting.

Class and Club/Organization Activities

All special activities sponsored by Cupeyville School must be:

- Approved by the school administration
- Sponsored by a class, club or organization
- Approved by the advisor
- Adequately supervised by adults including school representatives

Students participating in any school-sponsored activity in which they have to leave campus must have a written permission slip and the written approval of:

- Advisor
- Teachers
- School Principal
- Parent

All permission slips must be in the Administration's office twenty-four hours prior to the activity.

- Often students will have private parties that do not come under the supervision of the school. The school cannot be held responsible for arranging for facilities or providing chaperons for activities that are not sponsored by the school.
- Class and club/organization meetings may be held only with and under the direction of the adult sponsor. Adequate notice of all meetings must be given by the sponsor.
- All class funds must be deposited in the school account. All deposits and withdrawals must be made in accordance with school and School Board policy. Accurate financial records must be kept by each class or club/organization treasurer.

All posters, banners and announcements of class or club/organization activities will be posted ONLY IN BULLETIN BOARDS assigned by the administration. No posters, banners or announcements may be posted on hallways around the school.

Interests, Service and Honor Clubs/Organizations are available. Students are strongly encouraged to limit club memberships to one service, one of interest and one honor club/organization.

A student may serve in only **one major office** (President, Vice-president, secretary or treasurer). No more than 25 members in each club except those approved by the administration. A copy of each club's constitution and list of officers must be submitted within the first four weeks of each school year.

Members of the club/organization may be removed by the principal or by the board of officers and the sponsor of the club/organization, for nonattendance, nonparticipation, and nonpayment of dues or reasons detrimental to the club/organization or school.

Services

Accident Insurance

During the school day all students are covered by the school insurance policy against any accidents which might occur on school property. The insurance fee is payable upon registration. The insurance covers the student one hour before classes begin and one hour after classes end.

Cafeteria

-
- Cafeteria opens from 6:00 to 7:30a.m. for breakfast, re-opens for mini-break/lunch at 9:00a.m. Closes at 1:54 p.m.
 - Students are to maintain orderly conduct in the cafeteria, keep in a single line, and to observe the usual forms of table etiquette.
 - After finishing eating, the students must clean their table deposit all wastes in trashcans and recycle plastic in the proper bins.
 - Students must always be courteous to the cafeteria personnel.
 - Food is never to be taken to any classroom, hallway or courts. It must be eaten in the cafeteria.
 - Students are not allowed to order food from outside school premises.
 - For health reasons, students should not share food.
 - No reheating and/or refrigeration facilities are available to students.
 - Students may bring food from home in the morning. Parents are not allowed to bring lunch for their child during the day.

Snack/Mini-break

Grades PK-6
Grades 7-12

Students must bring their snack from home.
Students may purchase snack in cafeteria.

Lunch

Grades 1-6

Students have a 25 minute lunch period and 20 minutes for recess.

Grades 7-11

Students have a 40 minute lunch period.

Cafeteria Debit Card

All transactions at the school cafeteria will be with the Cupeyville School debit card. **No** cash transactions will be accepted.

- Every student will use his/her account number for the debit card.
- Parents activate the card by depositing money at the Registrar's office.
- **Minimum deposit: \$100.00 per child.**

Maximum deposit: Estimate of student's yearly cafeteria expenditures.

At the end of the school year any existing balance may be

- Reimbursed at the Registrar's office
- Left in the account for the next school year
- For Pre-school allow 24hours for charges to register.
- Charges may be registered at any time during the day.
- **Students must have positive balance in their account in order to buy food. If the account is negative the student will not be able to buy food.**

Online Cafeteria Account

To access cafeteria account do the following:

With Activation Code

- Enter the website, www.cupeyvilleschool.org
- Click the cafeteria icon
- Enter your activation code in the "Activate Account" section and press "Create Account"
- Enter your e-mail address and password (password may be alphanumeric and at least 4 characters long)
- Enter your username and password in the "Please Login" section (username is the student account number)
- To view transactions go to "Transactions" then chose the transaction date and click "View Transactions"
- To make a payment, under "Management" click "Add Credit" then enter the credit amount you want and press "add student credit with credit card"

Without Activation Code

- Activate account at Cupeyville School
- Enter the website, www.cupeyvilleschool.org
- Click the cafeteria icon
- Enter your username and password in the "Please Login" section (username is the student account number)
- To change your e-mail and password go to "Management" and click "Manage Account"

- In the “Manage My Account” section write your e-mail address and “Update Email”
- In “My Password” section write a new password, confirm new password and click “Update Password” (you may change your password to any alphanumeric string that is at least 4 characters long)
- To view transactions go to “Transactions” then chose the transaction date and click “View Transactions”
- To make a payment, under “Management” click “Add Credit” then enter the credit amount you want and press “add student credit with credit card”

Lost and Found

The lost and found is located at the infirmary. Parents are requested to label (student’s name and homeroom) all garments, footwear, books, and materials so they may be easily identified and returned.

We will dispose of items not claimed within one week.

Infirmary

Our school has a full time registered nurse with all the necessary basic first aid equipment.

- Students should not be sent to school ill. Permitting a child to attend school when sick harms the student as well as others.
- Every student who is sent to the infirmary must bring the sick report paper signed by the teacher.
- Students sent to the infirmary must be accompanied by a buddy classmate.
- The school nurse will not administer medication to any student without a written authorization from the attending physician and a release form signed by legal guardian.
- A student should only be absent due to illness.
- All students are required to have a completed Cupeyville School medical information form on file in their school record.

Teachers refer students to the infirmary for:

- Injuries or accidents occurring in school.
- Vomiting, nausea or severe abdominal pain
- High fever
- Diarrhea or stomachache
- Skin rashes or eruptions
- Severe headache
- Asthma
- Sore throat, acute cold, or persistent cough

- Eye irritations
- Pediculosis (piojos)
- Ear ache

All sick calls must be made at the infirmary. Our nurse will decide if a student should be sent home due to illness.

Parents are expected to respond promptly to sick calls.

Locks and Lockers

Lockers will be rented to the students in grades 7-12 from the Dean of Students Office at the beginning of the school year. A fee of \$20.00 will be charged for the use of the locker and a replacement lock has a fee of \$10.00. The locker and lock remain the property of Cupeyville School through the school year. New students in grades 7th -12th must purchase lock and rent lockers for \$30.00.

Private lockers should always be neat. Interference with another student's locker in any way is considered a serious offense against the student's rights. The school provides lockers as a service to students. Students use the locker at their own risk and the school will not be responsible for items left in the lockers.

Note also that Cupeyville School will not be responsible for loss of books, physical education uniforms, book bags, etc. due to carelessness on the part of students who leave them laying about the school in hallways, courts, etc., or who allow others knowledge of the combination of their lock, or who leave their lock open.

All student lockers are subject to regular inspection/searches at any time without notification by school administrators. The lockers must be cleaned out on the last day of classes in May.

Supervised Studies

Teachers provide supervised studies for students in grades PK-11. Teachers rent classroom from the school. Payments for supervised studies are paid directly to the teachers. Teachers are responsible for the supervision of students during and after the supervised studies.

Information Centers

Service Hours: Monday – Friday: 7:00 a.m. – 3:00 p.m.

High School Information Center Extended Hours:

Tuesday-Wednesday-Thursday: 3:00 p.m. – 4:00 p.m.

Services:

The Information Centers provide printed, audiovisual and electronic resources to support and enrich Cupeyville School's learning and curriculum needs and the individual information necessities of its entire community.

Our main objective is the formation of information literate individuals and life-long seekers of learning.

Technological and presentation resources are available:

- Multimedia projector
- DVD players
- Digital camera
- Photocopy machine
- Computers
- Printer
- DVDs
- On-line catalog

The Information Centers may be used to host other activities such as:

- Movies
- Meetings
- Conferences

Procedures:

- During the first month, an orientation is given to students. Services, procedures and rules are clarified for the best performance of our Centers.
- Students will use their student's identification number to check-out books.
- Books may be kept for 2 weeks, with renewal for the same period upon request.
- Monographic resources are loaned until the due date.
- Books from the Puerto Rican collection can only circulate for monographic purposes. A contract must be signed by the student and the monograph director.
- All library materials must be returned promptly and in good condition at the Librarian's desk.
- Reference books, periodicals and newspapers are to be used exclusively in our facilities.
- During the Christmas and Easter vacations, patrons can sign out books with a special permit from the librarian.
- Books do not circulate after the 1st week of May and during the summer vacation.

- A fee of \$ 0.05 for each day late will be charged to books returned late. (Including weekends and holidays) Fines will not exceed \$3.00 for each overdue book.
- Books lost or mutilated have a charge \$20.00 to \$100.00 depending on their replacement cost.
- The person who checks-out the library material is responsible for it. Failing in returning material on time will receive the applicable fine.

Rules (to be observed for the benefit of all its patrons)

- The information Centers are a place for studying, research and recreational reading.
- A low tone of voice is expected at all times.
- Students using the Centers' facilities during school teaching hours require a written permit from their teacher.
- All resources must be handled carefully.
- Food and drinks (including water) must be finished before entering, as they may cause damage to resources.
- The school dress code applies throughout the Information Centers' operating hours.
- Everyone will have a limited period of time to use our computers for research purposes.
- Receiving e-mail, game playing, or tampering with the computer settings is prohibited.
- Students, who fail to comply with the Centers' rules, will be temporarily suspended from the use of its resources and reported to the Dean of Discipline.
- All technological resources will be used with consent and under strict supervision.
- Material for projects or presentations must be saved on CD or USB drive.

The Information Centers welcome volunteers who wish to help in its many and varied tasks.

Internet Use

Computers in the library and throughout the school have access to the Internet. To ensure appropriate use of the Internet, Cupeyville School has developed an Internet *Acceptable Use Policy*. The school recognizes that the internet may contain items that are illegal, defamatory, and/or offensive. Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner.

Students are responsible for good behavior on the internet just as they are in the school building. General school rules for behavior and communications apply. Network storage areas are treated like school lockers. Administrators and other appropriate school personnel may review files and communications to maintain

system integrity and ensure that users are using the system responsibly. Users should not expect files are private.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Posting or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, insulting damaging to another's image, or illegal.
- Downloading files or software from the internet or installing personal software onto a Cupeyville computer.
- Tampering / damaging computers, computer software, network setting (changing settings and/or configuration files)
- Violating copyright laws
- Using chat rooms, personal e-mail or accessing personal profile web pages (Face book, My Space, etc.) or any other social network.
- Using another person's password.
- Trespassing in another person's folder, files, or storage device.
- Employing the network for commercial purposes.
- Using the Internet for non-educational purposes.
- Online gaming, internet radio, downloading music, and watching videos.

Violation of the school's internet/computer use policy may result in a loss of access as well as other disciplinary actions. Parents will be notified of the offense and all possible legal actions will be taken against offenders.

Visitors

All visitors must register at the school office where they will receive identification and instructions. Visitors are expected to comply with the school's rules and policies.

We are an educational institution and as such we require our visitors to use proper attire while in campus. (NO: shorts, spaghetti straps, mini skirts, see-through or revealing clothing).

All visitors (parents, graduates, relatives) who wish to visit teachers in the school must sign in at the main office and plan to see teachers when they are not involved with school duties.

Visitors may not transact business on school grounds without written authorization from the administration. No visitor may confer with a student during school hours unless it is with the specific approval of the principal.

The principal is authorized to prohibit the entry of any person whose presence in the school is not required by reasons of enrollment or employment or to expel any such person when she has reason to believe that the presence of such person is or will become inimical to the good order of the school. If a person so identified and instructed refuses to leave the school premises or creates a further disturbance, the principal is authorized to request assistance from the local law enforcement agency.

To ensure your comfort and safety while school is in regular session, students from neighboring schools will not be permitted to visit.

Visitor's Pass

VISITOR



CUPEYVILLE SCHOOL

NAME: _____

DATE: _____

Parking

Cupeyville School has **NO** parking on campus for parents or visitors. **Parking facilities on school grounds are for the exclusive use of school personnel.** Unauthorized parking on the Cupeyville School campus is prohibited. Cupeyville School inc. is not responsible for damages or theft to vehicles that are parked on campus.

Classroom Deliveries

- **NO item such as a lunchbox, homework, project etc. will be delivered to a student during the school day.** Students who do not purchase food from our school cafeteria must bring their lunch in the morning.
- The school will not accept deliveries to students for special occasions (flowers, balloons, stuffed toys, candies etc.)

Field Trip / Field Studies

Field trips are an important part of the student's learning experience. They provide students with first hand exposure to people, places, and ideas. They become actively engaged in learning. Students are expected to participate.

Transportation is provided for all students to and from activity.

When a school trip is planned, a form will be sent home containing a brief description of the activity and a permission slip to be signed by the parent/guardian and returned to the teacher before the trip.

Students are expected to follow the rules set by the teacher prior to the trip.

The dress code for a field trip will be advised and must be followed exactly.

Co-curricular Activities

On specific occasions related to curriculum and holiday themes groups may celebrate with special activities and treats. These activities should be well planned and have time limits.

Birthday parties will not be permitted during school hours.

Volunteer Program

The purpose of the volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the school. Such services are valuable in library work, aiding teachers with the classroom, helping in special school activities and lending special skills and talents to the learning program.

Cupeyville School needs the support of all parents. Please consider participating in some way!

At the beginning of the school year parents will receive a volunteer form to fill out and return to the homeroom teacher or school Principal.

Home-school partnership can make a positive difference for students.

Letters and Notices

Any letters or notices, which are sent home by the students concerning class or club activities, must be approved by the club advisor and the administration before being mailed, handed out or posted.

Distributing and Selling Material

Parents and students may not distribute literature, or signs on school property without the permission of the Activities Coordinator. This also applies to religious, political propaganda and party flyers. No sales (candy or any other item) are allowed on school premises by students or parents. Only pre-approved school/class fundraiser will be permitted before or after school.

EXTRAORDINARY EXCLUSION:

When parents apply for a child's entrance to Cupeyville School, they thereby understand and agree that the school reserves the right to exclude the child at anytime if the conduct, attitude, emotional stability, or academic standing is regarded as undesirable by the Administration. It is understood that Cupeyville, or any of its administrative officers or faculty, shall not be liable in any way for such exclusion.

Cupeyville School Inc. shall not be liable in any way for trips sponsored or organized by any person or entity other than the school administration.

EMERGENCY DRILL PLAN

Steps to follow during an emergency:

Be Prepared:

- **know what to do**
- **understand the plan**
- **implement the plan**

- 1. Signal (3 consecutive short bells)**
- 2. Doors must be opened fully as soon as you hear the emergency signal.**
- 3. Students will line-up single file. Leave everything in the classroom.**
- 4. The teacher takes her roll book and First Aid Kit or assigns a student to take it.**
- 5. Go rapidly to your designated area. WALK, SINGLE FILE, SILENCE.**
- 6. Remain at your designated area in silence until the ALL CLEAR signal.**
ALL CLEAR SIGNAL: ONE LONG BELL
- 7. When you hear the all clear signal the teacher leads the group back to the classroom. WALK, SINGLE FILE, SILENCE**
- 8. Each teacher is responsible for the conduct and physical safety of the students assigned to the group at a given time.**